**Carmarthenshire Secondary Teaching and Learning Centre**



**STAFF HANDBOOK**

**2019-2020**

**Contents**

**Section A**

Mission Statement

Aims

Organisation and management

PRU Management Committee

LA officers

Leadership Team

Staff

Form tutors

Role of form tutors

Staff conduct

Staff dress code

Staff absence procedures

Cover arrangements

Staff duties

Staff professional development

Directed time

Calendar

School times

Pupil Attendance procedures

Curriculum

Wellbeing Intervention Centre

Qualifications offered

Timetable matters

Classroom routines

Equipment for school

Charging Policy

Health and Safety policy and practice

Building and premises

Safeguarding arrangements

Fire Drills

First Aid arrangements

School trips procedures

Use of minibus

Use of IT equipment

Useful phone numbers/contacts

**Section B**

Examples of pro-formas used

**Section C**

Key policies

1 Teaching and Learning

2 Behaviour Management

3 Safeguarding

4 Child Protection

5 ALN

**SECTION A**

**Mission Statement**

We believe that all our pupils, regardless of their circumstances and background, are entitled to individualised learning programmes which meet their needs and maximise their potential and opportunities for success.

We are working towards the social inclusion of all our pupils, where they can take their places as responsible members of society. This incorporates successful reintegration to mainstream schools, particularly at KS3. At Key Stage 4 we are preparing and supporting pupils for successful post 16 transition where pupils demonstrate their motivation by opting for post-16 FE courses, training or actively seek employment.

**Aims of the Centre**

The Secondary Teaching and Learning Centre (PRU) was established to cater for up to 66 young people in Years 7 - 11 who have been permanently excluded, or are at risk of exclusion from their mainstream school, and who, in the opinion of the Director for Education and Children, would benefit from a period of support at the Centre.

Our aims are to:

* prepare KS3 pupils for reintegration to mainstream schools, and to prepare KS4 pupils for post-16 opportunities including entry to college, training courses or the world of work.

We do this by:

* promoting, as far as possible, a broad and balanced curriculum in which pupils take an active part in their own learning
* recognising the needs of individuals, including any additional learning needs, placing suitable demands on them and stimulating them to achieve success
* encouraging pupils to develop lively, enquiring minds and promoting the growth of independence, self-confidence and self-motivation
* creating an ordered and friendly community where relationships are positive and founded on courtesy, respect and shared values
* developing strong links between home, school and, where appropriate, other relevant agencies.
* Providing a comprehensive range of programmes, strategies and support services to promote the wellbeing of our pupils

**Organisation and management**

Leadership is distributed through teams. The Senior Leadership Team (SLT) provides the interface with the Centre’s Management Committee and with the Local Authority who are responsible for the overall conduct of the Secondary Teaching and Learning Centre. The Senior Leadership Team is responsible for internal organisation, management and deployment of teaching and non-teaching staff.

The regular patterns of meetings for the teams are designed to ensure that at all levels:

* there is good overall communication
* robust, rigorous and continuous self- evaluation takes place at all levels
* objectives and targets for improvements are clear
* courses, materials and assessment are coherent and coordinated
* common problems are identified and explored
* there is adequate consultation before decisions are made

**Centre meetings schedule**

08.30am - 08.45am & 3.00pm daily staff briefing

Monday 3.45pm – 4.45pm Full staff meeting

Wednesday 3.30pm – 5.30pm SLT meetings

**The Senior Leadership Team**

The SLT comprises the Head of Centre, Centre Manager for CYG and the ALNCO.

The SLT is responsible for strategic planning and

* provides the interface with the Local Authority Inclusion Manager and the ST&LC Management Committee
* has overall responsibility for leadership and management of the centre’s pupils, staff and sites
* oversees curricular and pastoral developments and initiatives
* coordinates the management of the teaching and support teams
* monitors and oversees the implementation of the Centre Development Plan
* ensures a programme of school self-evaluation and review is in place

**Subject teachers**

Led by the Head of Centre, this comprises subject teachers who take a lead in developing their specialist subject across the Centre. The role of this group is to:

* Coordinate the management of the curriculum
* Manage the implementation of curricular developments and initiatives
* Promote good practice in teaching and learning
* Monitor teaching and learning

**Subject Teams**

These comprise of the subject teachers and are the basis for the management and coordination of the teaching and learning in their specific area and also related cross-curricular aspects of the subject.

All subject teachers are to liaise with each other in regular meetings and staff are encouraged to work with a named counterpart from Secondary Schools in our catchment or with other suitable professionals.

**AOLE Teams**

These comprise of the teachers and support staff and are the basis for the management and coordination of the teaching and learning within their area of learning experience and other related cross-curricular aspects. These teams will use ‘Talk Shops’ to develop identified areas from within the CDP. Teams will meet termly.

**Form Tutor team**

This is led by the Head of Centre and is comprised of all form tutors. This forms the basis of the Centre’s teaching of PSE, Welsh and RE together with the pastoral system and the monitoring of pupils’ individual education plans. This team meets once per half-term.

**Support Team**

This is led by the ALNCO and is comprised of all support staff, including teaching assistants and youth support workers. This forms the basis of the additional learning support for our pupils. In close liaison with the Head of Centre the Support Team is also responsible for delivering wellbeing support for our pupils. This is a critical role and all members of the support team meet daily to discuss pupils.

**CSTLC Management Committee**

Mr Dave Williams, Head teacher Bryngwyn Secondary school – Chairperson of MC

Mrs Jo Antoniazzi, Head of Centre – Behaviour and Wellbeing Officer

Mr Nick Lloyd Acting Head of Centre - staff representative

Mrs Rebecca Williams - LA Additional Learning Needs Manager

Mrs Tracy Senchal Head teacher - Coedcae Secondary School

Ms Maggie Crimmins - Behaviour Service Outreach Head teacher

Ms Fiona Gordon - Centre Manager - Canolfan Y Gors

Mr Ashley Howells - Head of St John Lloyd

Mrs Karen Draper - Principle Challenge Adviser

Parent/Carer - Ms Elin Milns

Safeguarding Officer To be advised

**Local Authority staff**

Link Officer and Line manager Mrs R Williams

Attached Education and Child Psychologist Mr Wynne Thomas

HR Officer Mr Steven Ebsworth

Administrative Assistant Mrs Sue Rudge, Mrs Heather Jenkins and Miss Einir Rees

**Centre staff**

Acting Head of Centre - Mr Nick Lloyd P.E.

Teacher in Charge of Canolfan y Gors - Fiona Gordon English

ALNCO Mrs Rachel Jones Science

**Teachers**

Mrs Petra Howell Fulltime Humanities, SWEET, AGORED

Mrs Debbie Northcott Fulltime Maths, ICT, AGORED

Mrs Louise Morgan 0.6 Art (Wed, Thurs, Fri)

Ms Josie Chapman 0.8 English (Mon, Tue, Wed, Fri) Tier 3

Mrs Lucy Williams Full time English, Childcare, Asdan

Mr Craig Bush Full time ICT / Maths

Mrs. Rebecca Mason 0.6 Science & ASDAN (Mon, Wed, Thu.) Tier 3

Mrs. Helen Carpenter Full time Maths / ICT

Mr Andy Gribble Full time DT / Tier 3

**Teaching Assistants**

Ms Andrea Owen HLTA/Exams Officer

Mrs Kim John HLTA

Mr Matthew Kirkham

Mr Leigh Reece

Mrs Amy Rimmer

Mr Tony James

Mrs Karen Jones Tier 3

Ms. Laura Rees

Mr Ian Evans

Mr Paul Emms

Mrs Sarah Maggs

Mrs Donna Thomas

Mr Richard Adler

**Cynnydd Staff**

Mr Jeff Jenkins Engagement worker

Mr Tom Boswell Art Therapy/Wellbeing

Mr Geoff Chapman TA

Mr Mike Edwards TA

**Caretaker**

Mr Andrew Pulman

**Form Tutors**

Mrs L Williams

Mrs H Carpenter

Mrs J Chapman

Mr. C Bush

Mrs. R Mason/Mr A Gribble

Mrs F Gordon

Mrs D Northcott

Mrs P Howells

**Role of Form tutors/Link Registration Teaching Assistant**

Form tutors provide pastoral support to the pupils in tutor group. Tutorial time in the morning session is also used to teach Welsh, PSE and RE. Each of the three subjects are taught on a weekly rota decided upon by the tutor team with the Head of Centre. The form tutor must also take the register for pupils in their registration group each morning and afternoon

The Teaching Assistant linked to a registration group assists the form tutor with all of the above. In addition any absence MUST be followed up before 9.30am. This is done by Mr T Boswell.

**Staff conduct**

All members of staff are expected to conduct themselves in a professional manner and act as positive role models. This is particularly important in an educational setting which is addressing inappropriate modes of behaviour displayed by some of the pupils.

Mobile phones should not be used around the centre by staff unless it is work related and all personal use should be restricted to the staff room and out of site of the students.

Teachers are expected to adhere to the national professional standards as determined by Welsh Government.

**Staff Dress Code**

Teaching and Learning Centre staff are professionals. As professionals, staff should dress in an appropriate manner for work. Staff should be smartly dressed at all times.

Men should wear a collared shirt, smart trousers and business shoes. Women should wear smart trousers, a smart dress or skirt with a suitable top or/and a jacket and business shoes. A general principle is that dress should be business-like in appearance and not include inappropriately revealing tops, bare midriffs or short skirts. Common sense and discretion need to be applied within the spirit of the dress code.

The following items are not appropriate:

* Vest tops
* Jeans
* Low or revealing necklines
* Skirts or dresses of a revealing length
* Hats or caps
* Flip-flops
* Sportswear (Staff teaching PE/Activities are an exception)

**Directed time**

All teachers are subject to the current School Teachers’ Pay and Conditions document.

Teachers need to be on site by **8.25 a.m.**

Teachers need to be on site for the following hours as a minimum

**Monday – Thursday 08.25am – 4.00pm**

**Friday 08.25am – 3.30pm**

Teaching Assistants need to be on site for the following hours (which includes the 30 minutes non-contact time).

**Monday – Friday 08.30am – 3.30pm**

Cynnydd Art therapist and Engagement worker need to be on site for the following hours.

**Monday – Friday 08.30am – 4.30pm**

(These may vary depending upon start times - to be agreed with SLT).

**Staff duties**

The Centre has a comprehensive duty and activities rota. It is imperative that these rotas are adhered to if we are to keep pupils engaged and to manage behaviour.

* Members of the SLT must ensure that staff are on duty in the designated areas
* Staff should make every effort to be on duty promptly
* Please patrol your area rather than remain static
* If you know you are going to be away from your duty please inform a member of the SLT
* All staff should assist pupils with moving pupils back into lessons
* Staff where possible to make every effort to engage and build positive relationships with pupils

**Lunch duty/lunch activities**

* Staff assigned to lunch time duties should engage pupils in play activities wherever possible.

**Staff absence procedures**

If you are ill and know that you will be absent, you must contact the Head of Centre, Teacher in Charge or ALNCO, as appropriate, by 8.00am. A self-certification form or a doctors sick note must be provided to cover period of illness. Acting Head of Centre will undertake a ‘Return to Work’ interview when a staff member returns to duties.

**Cover procedures**

It was agreed by all staff that as a team we would rather cover absence ‘in house’ wherever possible to avoid unnecessary disruption to the day. It will then be arranged by SLT how cover will be organised.

**Leave of absence**

If you need to apply for permission for a Leave of Absence, a Leave of Absence form should be completed and submitted to the Head of Centre for approval. Please see Time Off Policy.

**Continuous Professional Development**

All staff should keep a record of any professional development undertaken in a CPD Portfolio. CPD opportunities are related to the targets in the School Improvement Plan.

**Calendar**

A school calendar is available from the Acting Head of Centre. The calendar details holidays, deadlines for assessments, targets, review dates and suggested meeting dates.

**School times**

Nearly all pupils arrive via shared taxis from 8.45am and are supervised by staff from this time. The school day ends at 2.55pm when staff escort pupils back to their taxis.

**Pupil attendance procedures**

If a pupil is absent it is the duty of the parent/carer to inform the centre at the earliest possible time (preferably by 9am on the day of absence). If a pupil does not come into the centre without explanation it is the duty of the designated teaching assistant/staff member to phone home for confirmation of the pupils absence. This MUST be chased as soon as possible.

**Pupil registration**

It is essential that pupils recognise the importance of attending their registration and tutorial sessions. The formal registration is essential for safeguarding purposes. It is also a time when both the tutor and teaching assistant can have an individual discussion with pupils to assess the possible wellbeing support a young person may need on that particular day.

As stated in earlier section re Form Tutors/Link Registration Teaching Assistants these sessions are also important for education purposes to engage in Welsh, RE and PSE and Collective Worship.

**Curriculum**

Our curriculum is currently developing to meet the needs of both statutory requirements but also the needs of our different learners. After discussion with staff, parents and pupils we have developed a broad and balanced curriculum based on the differing needs of our young people.

**Qualifications offered**

Qualifications offered at Key Stage 4

GCSE Course Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Year Group** | **Board** | **Qualification** |
| Art | 10  11 | WJEC  WJEC | Full Course  Course |
| English | 10  11 | WJEC  WJEC | Full Course  Full Course |
| ICT | 10  11 | OCR  OCR | Full Course  Short Course |
| Science | 10  11 | WJEC  WJEC | Double Award  Single Award |
| Numeracy | 10 | WJEC | Full Course |
| Mathematics | 10  11 | WJEC | Full Course  Full Course |
| Child Development | 10  11 | WJEC  WJEC | Full Course  Full Course |
| Prince’s Trust Award | 10  11 |  |  |
| ASDAN | 10  11 |  |  |
| SWEET | 10  11 |  |  |
| Agored Cymru | 10  11 |  |  |

Subjects taught at Key Stage 3

English Maths Science

ICT Welsh Art

Humanities R.E P.E

P.S.E D.T Food Technology

Agored Cymru Wellbeing Interventions

(The curriculum is open to change dependant on personalised learning).

**Pupil progress and assessment**

Pupils' are assessed upon entry to the centre and intervention planned accordingly. Reading and spelling assessments are completed bi-annually, the end of October and the end of the Spring Term. Teacher assessment of pupils is continuous and are graded/levelled at the end of each term on attainment and effort. National tests are completed every April/May.

**Timetable matters**

There are 6 lessons per day.

Registration/tutorial 09.10am - 09.30am

Lesson 1 09.30am - 10.10am

Lesson 2 10.10am - 10.55am

BREAK 10.55am - 11.15am

Lesson 3 11.15am - 12.00noon

Lesson 4 12 noon - 12.45pm

LUNCH 12.45pm - 1.20pm

Tutor time 1 .20pm - 1.30pm

Lesson 5 1.30pm - 2.10pm

Lesson 6 2.10pm - 2.55pm

**Behaviour management**

Managing the behaviour of our young people is the key duty of every single member of staff. It is ESSENTIAL that all staff work together to ensure that our Behaviour Management Policy is followed consistently. (Please see Section C)

There is no ‘magic’ strategy to manage behaviour but the most positive way of managing behaviour is to build positive relationships with our pupils based on mutual respect and empathy. It is our duty to model the behaviour we expect from our pupils.

Please read the centre’s Behaviour Management Policy for full details. Essential points to remember:

Staff must attempt to diffuse any confrontation/challenge and develop an ethos of restorative practice.

We are human – staff must seek support if they feel that they are becoming too angry or emotional to diffuse a challenging situation

Our ethos is to resolve conflict and find a solution to a problem. We do not follow an ‘us and them’ approach between staff and pupils. We all work together and we all seek to support each other. Empathy for the needs of our young people is essential if we are to make progress building relationships. We are also here to support each other as a whole team of staff and it is essential that support is sought if required.

All staff must use Restorative Approaches as our first course of action when dealing with an incident. (see full Behaviour Management Policy).

**Reward system**

Our pupils need encouragement and motivation to engage and focus in their learning. One of the ways we encourage and praise our pupils for their achievements is by our rewards system.

In addition to the positive praise and verbal encouragement we offer a number of rewards.

1,000 points chart: All pupils are given points throughout the day for good work, positive behaviour, complying with centre rules, additional effort with work and so on.

* First Prize £15.00 gift voucher
* Second Prize £10.00 gift voucher
* Third Prize £ 5.00 gift voucher

**Reward lesson**

Points from Thursday afternoon to lesson 4 the following Thursday are collected and students who have achieved 4000 points go to block 3 for a free afternoon of activities lesson 6.

**Certificates**

Pupils receive weekly certificate for 100% attendance, Pupil of the Week and Special Mention.

**End of Term Activities**

Pupils who have shown positive improvements and made consistent efforts in both their work and behaviour may be invited to attend an off-site activity.

**Parent/Carer contact**

Following briefing at the end of the day we may deem it appropriate to make a phone call home to praise a pupil if they have had a particularly good day or there is a positive piece of information to pass on. Parents/carers are also contacted to discuss pupil concerns.

**Classroom routines**

Staff need to arrive for lessons on time. This gives a clear indication to the pupils that time-keeping is important. It also cuts down the time available for challenging behaviour, and means that lesson time is used fully.

**Lessons**

Lessons should begin and end formally. At the end, pupils should leave in an orderly fashion. The room should be tidy and all resources collected in before pupils leave. Staff must keep a register for every lesson.

No food or drink should be consumed in classrooms during lesson time.

**End of the day**

In addition to normal procedures for the end of a lesson, staff should:

* Put away any equipment in a lockable cupboard
* Close all the windows
* Turn off all computers and return to designated area
* Ensure any fire door is closed
* Turn out the light

**Taxi/Transport Duty**

As a huge safeguarding responsibility it is essential that all pupils are supervised from transport at the start of the day and into transport at the end of the day. If you are on transport duty it is ESSENTIAL that you are supervising ON TIME or ensure that a member of staff covers you if you cannot be there on time.

**Equipment for school**

Pupils should be encouraged to bring their own equipment, such as a pen, pencil etc. However, pupils should not be penalised for not having equipment. Teachers will need to have a supply of equipment for pupils’ use.

**Uniform requirements**

All pupils are expected to wear a school uniform. Having a dress code contributes towards the tone of the Centre and good order. All colleagues have a responsibility to ensure that pupils abide by the uniform requirements. School sweatshirts, polo shirts are available from Manhattan Marketing in Llanelli. The school uniform is as follows:

**Key Stage 3 Uniform**

**Girls Boys**

Black trousers/jeans/joggers/skirts Black trousers/jeans/joggers

White polo shirt with centre logo(optional) White polo shirt with centre logo(optional)

Black Hoody (with centre logo) Black Hoody (with centre logo)

Alternatively, pupils may choose to continue to wear the school uniform of their home school. No ripped jeans

**Key Stage 4 Uniform**

**Girls Boys**

Black trousers/jeans/joggers/skirts Black trousers/jeans/joggers

Blue/white polo shirt with centre logo Blue/white polo shirt with centre logo

Blue Hoody (with centre logo) Blue Hoody (with centre logo)

**No ripped jeans**

**All pupils**

* On the grounds of health and safety, the only jewellery that is appropriate are stud earrings and a watch
* Body piercing is potentially hazardous and pupils may be required to remove the item in question or cover it with a plaster.
* Inappropriate jewellery can be confiscated, placed in a sealed envelope and returned to the pupil at a designated time, usually at the end of the school day.

**Outdoor clothing**

* A raincoat or fleece in grey or black are recommended.

**PE/Outdoor Activities**

P.E. Uniform is simply tracksuit/jogging bottoms and a t/shirt. Pupils will be advised of suitable clothing specific to the outdoor activity they are to engage in.

**Security**

**Receiving visitors to the Centre**

On arrival, all visitors should be taken to the school office. The visitor should sign the visitor book and be provided with a red visitors badge indicating they are a visitor. They will also be given a safeguarding information sheet and should be informed of the procedure in the event of a fire alarm being sounded.

Visitors without official ID and/or an appointment will not be allowed access into the building. This is an essential safeguarding point.

All doors have been replaced for greater security and CCTV is fitted in the Burry Port site.

**Health and Safety**

The Secondary Teaching and Learning Centre operates within Carmarthenshire County Council’s policies and guidelines. The Local Authority has landlord responsibilities for both sites.

A copy of the Centre’s Health and Safety policy can be found Section C of this handbook.

The Management Committee has a commitment to ensuring that adequate health and safety standards are maintained.

The Acting Head of Centre is the Premises Manager and has overall responsibility for the day-to-day management of Health and Safety.

This includes:

1 Planning, managing and controlling the Health and Safety arrangements within the Centre, and

2 Being responsible for the site supervisory staff, and

3 Planning, managing and monitoring the efficient maintenance, repair, security and improvement of the site and its contents.

As well as monitoring the sites, the Head of Centre and caretaker will act on any information passed to them by staff or through an inspection report.

Staff have a general legal duty to take care of their own safety and that of those they work with (both staff and pupils) and their practice should be in accordance with the Council’s policies. **This applies to all staff.** Special care is needed where there is use of chemicals and equipment/machinery. These must be used in accordance with safety rules and VCOSHH Regulations. Staff should notify any hazards/dangers to the Head of Centre, and steps taken to remove or minimise the risks. Those risks which will be part of everyday school life should be recorded in the Risk Assessment and COSHH forms.

**Risk assessment at work**

All staff need to be aware of the risks involved in their work and to assess the potential dangers. Risk assessment forms need to be updated regularly as situations change. Completed forms should be given to the Head of Centre.

**Emergencies**

In an emergency, the Head of Centre should be alerted immediately.

**Accident Forms**

Any accident or injury to staff or pupils on site, or on a school visit, requires entry into the Accident Book held by the Head of Centre. Please see Health and Safety File for full details of reporting more serious accidents. Accident forms are available on the council website/AMDRO, and should be completed and sent to the Inclusion Service Administrator at St David’s Park for processing.

**Fire Drills**

Fire Drills will be held once every half-term. The procedure will be overseen by the Head of Centre .

**Fire equipment**

Arrangements will be made for regular inspection of the fire equipment at both centres.

**Breach of security**

If staff are aware of intruders on site, they should immediately notify the Head of Centre or teacher in charge. No-one should be allowed in without establishing their identity first. If intruders prove a threat or danger, the police are to be called immediately. Any thefts of equipment should be notified to the Head of Centre or teacher in charge. In the event of discovering a break-in, nothing should be touched until we have spoken to the police.

**Safeguarding arrangements**

Any safeguarding concerns should be directed to Mr Lloyd on the same day. The Deputy Safeguarding Officer is Mrs Rachel Jones. If the safeguarding issue is a disclosure or a potential Child Protection Issue this must be directed to Mr N Lloyd IMMEDIATELY. Please see Child Protection Policy with guidelines regarding safeguarding and procedures.

All staff have Foundation Safeguarding Training as part of their Induction and annually thereafter. Mrs J Antoniazzi is a Safeguarding Trainer for the County.

**Medical and First Aid arrangements**

Mr Jeff Jenkins and all Teaching Assistants are First Aiders

**School trips procedures (PLEASE SEE separate DOCUMENT IN MAIN OFFICE AT EACH SITE)**

**Use of minibus**

The minibuses are leased from the Council’s Trostre Depot, Llanelli. Only staff who have passed the County’s driving skills test may drive the vehicles. Under no circumstance should any member of staff drive a minibus without having passed this programme. Any staff minibus driver who receives an endorsement on their licence must inform the Head of Centre who will seek clarification from the insurers.

Before taking out a minibus, staff must check the fuel gauge. Fuel must be obtained from the Trostre Depot. The driver must also complete the appropriate log book for each journey.

The minibuses are fitted with seat belts and must be worn by all pupils. **This is the responsibility of the members of staff, not the pupils.**

**Do not overload the minibus**. Insurance is null and void if more pupils are carried than the stated number. Colleagues who do not follow this instruction may be subject to personal liability in the event of an accident, and to misconduct charges.

If an accident happens, the driver, or another member of staff if the driver is incapacitated, should contact the emergency services first, and then contact the Head of Centre. Any damage to a minibus must be reported to the Head of Centre.

Drivers should adhere to standard driving procedures

* Keep to the speed limit
* Remain alert at all time
* Do not drive while under the influence
* No pupils to travel in the front passenger seat at any time

Anyone caught drinking and driving will be subject to the County’s disciplinary procedures.

The Centre’s minibus drivers will be subjected to random driving licence checks.

**Damage to the mini bus.**

Pupils must be informed that they must not move from their seat until the teaching assistant/teacher supervising the pupils on the mini-bus has checked that there is no damage.

It is responsibility of the staff to check the bus PRIOR to pupils getting on the bus to ensure there is no damage to ensure that IF any damage occurs the EXACT time of the damage can be identified.

Staff must be extremely vigilant to ensure damage is not taking place. Any damage will be recorded and investigated with charges being pursued if appropriate.

**Use of IT equipment**

During the admissions interview all parent/carers and pupils sign an agreement regarding the safe use of IT equipment and the internet.

It is the responsibility of ALL staff to be vigilant and constantly supervise pupils to ensure that any sites the pupils are visiting are appropriate. If you are aware that pupils can access inappropriate sites please inform Mr. Craig Bush who will act accordingly to stop access to the site or inform our county IT support to address the issue if it cannot immediately be resolved in the centre

**Section B**

The pro-formas included in this section are forms you may need to hand. All centre based proformas can be found on HWB. Copies are kept in the pigeon holes in the staff room. County documents can be located on Brian/Intranet )

Wellbeing Concern

Accident Form - available from the office

Physical Intervention

Travel Expenses/Petty Cash

Time Off

Sickness Returns - issued by admin

Risk Assessment

**Section C**

**Policies**

Absconding

ALN

Attendance

Behaviour Management

Curriculum

Health and Safety

Safeguarding

Child Protection Policy and Procedures

Teaching and Learning

Officers Code of Conduct

Use of Social Media

Behavioural Standards in the Workplace Guidance

These policies are essential documents for daily tasks and responsibilities. All centre policies can be found on HWB and hard copies can be found in the office located on each site.